Office of the Services Commissions
(Central Government)
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CIRCULAR No. 203 **30th October, 2026**
OSC Ref. C.6544[5]

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Senior Payroll Officer (FMG/AT 3) (not vacant)** in the **Houses of Parliament**, salary $2,299,817 per annum.

1. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Accounts Payable and Payroll Manager, the Senior Payroll Officer has the responsibility for managing/maintaining the integrity of the payroll, reconciling with the Government Financial Management System (GFMS). The incumbent is responsible for the preparation and execution of the payroll for Members of Parliament, Cabinet Ministers, Constituency Secretaries, Chauffeurs and Temporary Employees.

Key Responsibilities

Technical/Professional

- Checks the first run of the payroll assigned to, and prepared by, the Payroll Officer;
- Processes issuance and acquittal of employee advances;
- Ensures that advances and overpayments of salaries are promptly recovered;
- Manages employee advance receivables;
- Prepares regular reports on advances and allowances outstanding;
- Prepares monthly reconciliation reports for all payments from the payroll system to the Government Financial Management System;
- Liaises and assist internal or external auditors, as required.

Management/Administrative

- Manages service delivery standards in the payroll. This includes:
  - Ensuring that the public financial legislation, tax laws and related financial management procedures and policies are adhered to in the performance of duties and in delivering services;
  - Managing staff and performance to ensure that staff is fully utilised to obtain optimal productivity.
- Works with the Principal Finance Officer and Accounts Payable and Payroll Manager to monitor and evaluate financial policies and strategies that impact the delivery of the services as it relates to payroll, advances and allowances;
- Provides impartial, accurate and timely advice to the Accounts Payable and Payroll Manager on financial and other changes in tax policy matters affecting employees.

Human Resource Management

- Supervises the duties of the Payroll Officer by:
  - Assigning work schedules and making recommendations for the amendment of job descriptions as required;
  - Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
  - Managing the performance and progress of staff in the execution of assigned duties;
  - Fostering teamwork, a harmonious working environment and promotes collaborative working across the section;
  - Identifies training/development needs of staff supervised and makes recommendations as required;
  - Recommends leave for staff supervised in keeping with established HR policies;

- Ensuring that staff is aware of, and adhere to the policies, procedures and regulations of the department;
- Assessing performance by conducting performance evaluation exercises as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgment skills
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Must be able to work under pressure and within strict deadlines
- Excellent teambuilding skills
- Good organisational skills
- Proficiency in Microsoft Office Suite

Minimum Required Qualification and Experience

- AAT Level 3 or;
- ACCA- CAT Level C or/Level 3 or;
- ACCA Level 1; or
- Diploma in Accounting from an accredited university or Community College or;
- Associate Degree in Business Studies/Business Administration from an accredited tertiary institution; or
- Associate Degree in Accounting from the Management Institute for National Development (MIND) or;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 & 3; or
- Bachelor of Science Degree in Accounting or Management Studies with Accounting or;
- BBA or;
- Successful completion of three (3) years of any of the Bachelor's Degree programme.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 11th November, 2026, to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

M. Greene (Mrs.)
for Chief Personnel Officer